

**STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**



**MASTER SYLLABUS**

**ECHD 403: Family Child Care Development and Management**

**Created By: Maureen Maiocco, Ed.D.**

**SCHOOL OF BUSINESS AND LIBERAL ARTS  
SOCIAL SCIENCE DEPARTMENT – EARLY CHILDHOOD  
Fall 2018**

A. **TITLE:** Family Child Care Development and Management

B. **COURSE NUMBER:** ECHD 403

C. **CREDIT HOURS:** 3 lecture hours per week for 15 weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Fall or Spring

G. **COURSE DESCRIPTION:**

This course examines the Family Child Care profession. Students are introduced to state polices and regulations for establishing a quality early care and education home-based center. Students will gain an understanding of the challenges and rewards of this unique small business. Topics include policy, procedures, and contract development, multi-age curriculum planning, and home-based child care space design, to best meet the needs of the child care provider, and families and children served.

I. **PRE-REQUISITES/CO-REQUISITES:**

a. Pre-requisite(s): ECHD 101; ECHD 121 or permission of instructor.

b. Co-requisite(s): None

J. **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

<b><u>Student Learning Outcomes [SLO]</u></b>	<b><u>PLO</u></b>	<b><u>GER</u></b>	<b><u>ISLO</u></b>
a. Identify and assess the personal and professional responsibilities associated with a home-based family child care business.	[6] Develop and apply methods, strategies, inclusive practices, and policies for meeting the needs of quality programming for children, families, and early care and education professionals.	N/A	2-Critical Thinking [CA] Critical Analysis
b. Determine and develop policies, procedures, and contracts to meet the needs of the home-based child care provider, and the families and children served.	[6] Develop and apply methods, strategies, inclusive practices, and policies for meeting the needs of quality programming for children, families, and early care and education professionals.		5-Industry Professional Skills
c. Evaluate and design programming and curriculum to meet the needs of a multi-age home-based child care setting.	[4] Apply skills of program and curriculum planning for inclusive early childhood settings with a focus on children from infancy to age 5.		2-Critical Thinking [CA] Critical Analysis [PS] Problem Solving
d. Examine and discuss the rewards, challenges, and opportunities associated with establishing a home-based family child care business.	[5] Apply leadership knowledge and skills in early care and education settings for promoting high quality standards of excellence for teachers, families, and children.		5- Industry Professional Skills

e. Examine and determine licensing requirements, home setting space needs, and small business practices for operating a high quality home-based family child care business.	[1] Acquire and apply management principles and business skills for administering high quality early care and education organizations.		5- Industry Professional Skills
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**J. APPLIED LEARNING COMPONENT: Yes**

- Classroom/Lab
- Entrepreneurship - Project

**K. TEXTS:**

Copeland, T. (2008). *Family child care: Business planning guide*. St. Paul, MN: Redleaf Press  
 Dischler, P. (2005). *From babysitter to business owner*. St. Paul, MN: Redleaf Press

**L. REFERENCES:**

New York State Office of Children and Family Services (May 2014). *Group and/or Family Child Care Regulations* [http://ocfs.ny.gov/main/childcare/daycare\\_regs.asp](http://ocfs.ny.gov/main/childcare/daycare_regs.asp)

**M. EQUIPMENT: University Supplied Equipment**

**N. GRADING METHOD: A-F**

**O. MEASUREMENT CRITERIA/METHODS**

- Quizzes
- Papers
- Project
- Presentation
- Participation

**P. DETAILED COURSE OUTLINE:**

- I. Family Based Child Care
  - A. Babysitting vs. Business – Important Considerations
  - B. Family Day Care Home - Defined
  - C. Group Family Day Care Home – Defined
  - D. Entrepreneurship: Rewards and Challenges
  
- II. Family Day Care Regulations and Licensing
  - A. Procedures for Establishing Home Based Child Care
  - B. Inspections and Permits
  - C. Building and Equipment
  - D. Fire Protection and Safety
  - E. Transportation
  - F. Supervision of Children
  - G. Behavior Management
  - H. Child Abuse and Maltreatment
  - I. Health and Infection Control

- J. Nutrition
  - K. Caregiver Qualifications
  - L. Training and Professional
  - M. Management and Administration
- III. The Business
- A. Developing a Business Plan
  - B. Legal and Regulatory Issues
  - C. Budget: Start Up and Operating
  - D. Establishing Cost and Fee Policies
  - E. Business Taxes
  - F. Marketing
  - G. Insurance
  - H. Record-Keeping
  - I. Contracts and Policies
  - J. Planning: Retirement, Benefits, Salary
- IV. Policies and Procedures
- A. Developing a Parent Handbook
  - B. Developing Policies
    - Enrollment / Admission
    - Child Release
    - Confidentiality
    - Health and Wellness
    - Discipline
    - Holidays / Vacation Periods
    - Pets
    - Substitutes / Volunteers
    - Hours: Arrival and Departure / Late Pick-Up
    - Payment Plan / Late Payment
    - Termination / Withdrawal
  - C. Developing Contracts
  - D. Working with an Assistant: Policies and Procedures
  - E. Common Problems and Solutions
- V. Working with Families
- A. Establishing a Partnership
  - B. Family Communication
  - C. Balancing Personal and Professional Relationships
  - D. Common Problems and Solutions
- VI. Multi-Age Programming
- A. High Quality Programming and Curriculum
  - B. Curriculum Planning: Infants – 12 years
  - C. Schedules and Routines
  - D. Home Space and Day Care Environments: Design and Function
  - E. Common Problems and Solutions
- VII. Networking and Outreach
- A. Isolation – Networks – Opportunities
  - B. National Association for Family Child Care [NAFCC]

- C. Family Child Care Associations [FCCA]
- D. Working with Local Child Care Resource and Referral Agencies

VIII. Professional Training and Development: When, Where, How

- A. Funding: EIP, Scholarships, Grants, Funding Opportunities
- B. Professional Development
  - o Workshops, Webinars, Online
  - o Colleges/Universities
  - o Conferences, Seminars
- C. Training: First Aid, CPR, SIDS, Child Abuse, MAT Training
- D. Professional Growth and Development
- E. Family Child Care Credentials